

**Space Family Education, Inc.**  
**Board of Director's Open Meeting**

*Director Report*

**Staffing**

**Resignations:**

None

**New Hires:**

None

**Other:**

The annual SFEI Staff Party was held on December 7<sup>th</sup> and went well. Everyone had a good time.

**Operations**

**Facility:**

Ms. Hirning had a safety walk through with Chester Bennett on December 14<sup>th</sup>. Ms. Hirning and Mr. Bennett reviewed the Center maintenance request list and the work that was done. NASA fixed the roof and replaced some ceiling tiles after a recent rainstorm.

Ms. Gomez reported that she received an email requesting that she inspect the old building for safety, assuming that she IS the current facility manager for the old building. Ms. Gomez will check with Bob Hall to see whether she will have to do the inspection. Ms. Gomez said that she and Ms. Hirning might need to get some training to do safety inspection.

No mini-camp for post Christmas break due to lack of demand, but the Center will have mini-camp for after the three days after New Year.

**Special Events:**

Ms. Hirning reminded that the SNOW will start to blow in at 9am on Friday (December 21<sup>st</sup>), and Santa will show up at 3:30pm. Treats will be available for all including the Facility people (i.e. security, maintenance, etc...). Frank Markle's (a parent in Room 4) boss will be Santa.

Ms. Vandersan suggested that Ms. Hirning request for a NASA photographer for the event.

**Other:**

The teacher evaluation will start in January and parent teacher conference will start soon after. Look in the Children's bins for the evaluation reports.

*Committees Report*

### **Education Curriculum**

No report

### **Playground**

The Board earmarked \$7K for the 'big kids' swing set. Mr. Bryan Kelly has the go-ahead to start. The swing set will need to have the safety surface, but might not need the shaded structure. Ms. Gomez will give everything to Bryan to get him started.

### **Newsletter and Webpage**

Ms. Lewis had the action to find out whether Mr. Crucian would still like to be the newsletter editor.

Ms. Moreland will work on getting pictures of the missing room onto the webpage. She also requested for an updated financial report for the webpage.

### **Room-1**

No report

### **Room-2**

Mrs. Lee Ann O'Neil reported that her son was bit 5 times in the last month and that she is concern with the problem. She had brought up this concern with the teachers and the Director. Mrs. O'Neil suggested moving the biter child to the next room because the child had bitten other children in the room. Mrs. O'Neil was unhappy that another child was moved up recently, instead of the biter child, and questioned why. Mrs. O'Neil also reported that she has been contacting the National Association for the Education of Young Children (NAEYC) regarding the problem, and that she will file a complaint with them if her child is bitten a 6<sup>th</sup> time.

Ms. Lewis reported that the Director has asked for the next opportunity to move a child (the biter child) from this room to the next. Ms. Lewis reported that the recent move of the other child was planned since August, and both that the parents were promised the slot and that the child was ready.

Ms. Hirning reported that she and the teachers are aware of the problem and are working it. The child had been sent home many times for consecutive biting. The biter child's parents are very cooperative in working the problem.

Ms. Vandersand assured Mrs. O'Neil that the Board is now aware of the problem and her concerns, and reminded her that the Board does not always get involved in the day-to-day problem at the Center. Most problems are worked out together between the parents, teachers and the Director. Ms. Vandersand asked what else could be done. Mrs. O'Neil insisted and suggested to keep her child physically separated from the biter child.

Mr. Nguyen requested the present of Ms. Dianna (Infant-Toddler Coordinator) requested that Ms. Dianna to communicate with all the teachers (including substitutes) in the room to make sure that they are aware of the problem and to separate the children as Mrs. O'Neil wishes. Mrs. O'Neil was satisfied with all the measures being put in place.

**Room-3**

The children are enjoying the new toys.

**Room-4**

No report

**Room-5**

No report

**Room-6**

No complaint

**Room-7**

No report

**Room-8**

No report

**Room-9**

An accident happened with one of the tri-cycles/wagon in the playground where a child fell off the rear and had to have the front teeth removed. The initial thought from the parent was to remove the wagons from the playground. The Board and the Director believed that it was just an accident and removing the wagon is probably not necessary.

***Board Members Report*****Policies and Procedures** (Jennifer Lewis)

Ms. Lewis brought up three new policy change request for the Board sign (approve): 1) Late pickup fee expanded to cover unplanned Center closing, 2) Adopting the policy requiring a signed "Emergency Transportation Authorization" form for each child, 3) Change Kindergarten registration dates; January for children currently enrolled at the Center and February for open registration. Ms. Lewis also brought out paper work for the Board to sign for two other policy changes, previously approved by the Board: 1) Implementing a Kindergarten Wait List for children currently enrolled at the Center, and 2) Requiring up to date immunization for enrollment at the Center.

Ms. Lewis will send out a letter to parents about decision to enroll their pre-Kindergarteners in Kindergarten for the 2002 school year by January 14<sup>th</sup> (2<sup>nd</sup> Monday in January) and these parents will be able to register their child for Kindergarten until the second Monday in February. Open registration (off waiting list) for Kindergarten will start the second Monday in February. The non-refundable registration fee will serve as a deposit and to pay for books.

Ms. Lewis reported that some parents were having issues with the Emergency Transportation Authorization form. Ms. Lewis recommended that she chair a committee to rework the wording of the Emergency Transportation Authorization form with these parents. Ms. Lewis estimated February 1<sup>st</sup> will due date for completing the Emergency Transportation Authorization form for the Board to review. Mr. Nguyen asked whether the other members

have to re-sign the new Emergency Transportation Authorization form. The answer was YES, and the current forms should be used for the time being.

Ms. Hirning asked about the printing and cost for a parent folder/packet. Ms. Hirning reported that at one time the previous Board was looking into a professionally done new membership folder/packet. Mr. Nguyen was assigned the action to look into how soon and for how much such a packet can be done, and was given a name from NASA graphic, Vicky Cantrell, as the point of contact.

**Treasurer** (Laurie Garcia)

Ms. Garcia handed out the financial report for May through August 2001. Summer camp program made approximately \$21K. Ms. Gomez reported that we've completed a financial audit on April 30<sup>th</sup> for 2001, and our tax was filed on time. Ms. Gomez reported that we would need a new accountant because our current accountant is resigning. The current accountant is a friend of one of our members, and we're currently paying \$2K per year for audit and tax. Ms. Gomez requested members to suggest or recommend a new accountant for us to use.

**Secretary** (Louis Nguyen)

Mr. Nguyen reported that he had sent out two certified letters to two members that have not returned a signed Emergency Transportation Authorization form. Following the above discussion about issues with the Emergency Transportation Authorization form, Ms. Lewis reported that these members had turned in their forms and these will be accepted for the time being, until she complete drafting up a new version of the form (due Feb 2002).

Mr. Nguyen reported that he attended a Post Incident Review meeting (September 11<sup>th</sup> incident) held by the Emergency Operation Center on November 8<sup>th</sup>, and that he will attach a summary report with the minutes.

**Vice President** (Erica Vandersand)

Ms. Vandersand reported that she would pickup the fundraising task from Ms. Gomez, and that she would need records of past fundraising from Kroger (from Ms. Shelly) to compare against how we're doing right now. Ms. Vandersand will continue to work the Kroger share card and notify parents to use them.

**President** (Susan Gomez)

No report

***SFEI Members Report***

**Walk-ons**

Mrs. Margaret Gibb asked whether the Center would have an infant room next year. Ms. Lewis estimated that we will have about 14 openings, and some of those will be for infants. Ms. Lewis does not know how many infant openings for now, but that we will have an infant room. Ms. Lewis will have a better status in January, and she will inform those on the waiting list.

### **Old Business**

None

### **New Business**

None

The next meeting will be Thursday, January 17, 2002  
JSC Child Care Center – Room 122 - 11:30AM-1:00PM

Summary Report from EOC Post Incident Review Meeting (November 8, 2001) – Provided by Louis Nguyen:

I went to this review meeting held by the Emergency Operation Center (EOC), and it was informative. They (Bob) actually had some of our inputs in their charts and discussed other problems. The followings are things that are applicable to us.

- 1) For any future JSC evacuation, the intend is to have ALL the gates open. Again, this is what they want, but in actuality, it will depend on the situation. NASA has to work with local authorities to ensure the local traffic can handle NASA's approximately 12000 people (pouring out of the gates). The problem is that the center has many gates, but they go out into the same two streets, NASA 1 and Space Center. Depending on the emergency, these same streets have to accommodate evacuation traffic from Seabrook, Kemah, etc... That why Security still wants to remind us that they might have to close some gates to control traffic into these streets, and depending on security condition they might have to close all gates but the main gate.

For the next evacuation, we will have to call Security to find out which gates are closed, but the main gate will always be open.

- 2) With respect to on-site access for non-badged personnel they will use our list to allow temporary access to those dropping-off/picking-up kids without a NASA badge. We (the Center) have to ensure that they are correct and up to date.

Security is pretty certain that they will not make temporary badge for non-employee. Security reported

that it is very possible that they will do away with the vehicle decal and have badge check indefinitely.

- 3) EOC also had a chart with Time Critical and Non-Time Critical Evacuation (just what I was looking for). For the Time Critical Evacuation it is simple  
Alarm rings  
Emergency personnel direct you to evacuate  
Evacuate!  
(those three bullets are direct quotes)

For the Non-Time Critical Evacuation  
Center Management will activate notification  
Directorate execute evacuation (e.g. plan A, B, C...)

NASA Management is drafting a letter to all contractors to allow work stoppage and evacuate (apparently last time some contractors waited to get directions from their management).

Regardless of which kind of evacuation, I asked and was told that we MUST evacuate. I raised the question about how much time we will have to wait for parents and guardians and who can tell me. The response (from EOC, Security, NASA Safety) was that our "30 minutes after the JSC is closed" is appropriate (good policy), because they do not think that they will be able to determine how much time we will have (they'll be very busy), regardless of the situation.

Again, I think these data support our new evacuation policy (transportation authorization form).

- 4) Some suggestions:  
During a center-wide evacuation, we (at the Center) should have these web-pages up for information: JSC Security, EOC, and PAO center status (this one tells whether the JSC is closed or not).

<http://www4.jsc.nasa.gov/scripts/org/ja/ja14/external/index.cfm>

<http://mod.jsc.nasa.gov/da5/eoc/>

<http://www.jsc.nasa.gov/pao/roundup/centerstatus/index/>

and have these telephone number handy;  
JSC Emergency Information Line (EIL): 281-483-3351  
toll free 877-283-1947  
JSC Employee News Services: 281-483-6765